

This Notice Expires 1 March 1964

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ORGANIZATION

9 December 1963

REALIGNMENT OF BUDGET AND FINANCE AUTHORITIES AND RESPONSIBILITIES

1. This notice assigns to particular organizational elements of the Agency the authority and responsibility for services formerly provided by the Office of the Comptroller, and provides guidance to other Agency components regarding these matters.

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2. Headquarters Notices [REDACTED] effective 18 November 1963, promulgated organizational changes which divided the mission and functions of the Office of the Comptroller among (a) the Office of the Executive Director, (b) the Office of the Deputy Director for Support, and (c) the Office of the Deputy Director for Science and Technology. Specifically, the functions relating to budget, program analysis, and manpower control were transferred to a newly-designated Office of Budget, Program Analysis, and Manpower under the Executive Director-Comptroller; the functions of the Automatic Data Processing Division, Office of the Comptroller, were transferred to the Office of Computer Services of the Deputy Director for Science and Technology; and all other functions of the Comptroller were transferred to the newly-designated Office of Finance of the Deputy Director for Support.

3. Under this reorganization, the Office of Budget, Program Analysis, and Manpower and the Office of Finance will comprise the following components:

Office of Budget, Program Analysis, and Manpower

- a. Immediate Office of Director of Budget, Program Analysis, and Manpower
- b. Budget Division
- c. Program Analysis Staff
- d. Manpower Control Staff

Office of Finance

- a. Immediate Office of Director of Finance
- b. Policy and Systems Staff (formerly Technical Accounting Staff)
- c. Confidential Funds Division (formerly Finance Division)
- d. Fiscal Division
- e. Industrial Contract Audit Division

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4. Matters relating to the following subjects shall be addressed to the Office of Budget, Program Analysis, and Manpower:
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- a. Activity approval responsibilities assigned to the Comptroller under [REDACTED], Plans, Programs, and Projects; Approvals System.
  - b. Budget formulation and execution.
  - c. Agency appropriations.
  - d. Liaison with the Bureau of the Budget.
  - e. Liaison with the Appropriations Committees of Congress in coordination with the Office of General Counsel.
  - f. Program reporting, reviews, and/or evaluations.
  - g. Manpower control matters.
  - h. Organizational proposals involving budgets and manpower matters.
  - i. Allotment and requisitioning authority, fund requirements, and cost center numbers.
  - j. Budgetary responsibilities assigned to the Office of the Comptroller or the Budget Division in Administrative Plans or Fiscal Annexes.

5. Matters relating to the following subjects shall be addressed to the Office of Finance:

- a. Liaison with other Government agencies (except liaison with the Bureau of the Budget) on financial aspects of arrangements to obtain or provide services or property, including arrangements for transfers of funds to or from such agencies.
- b. Establishment and maintenance of accounting records, including allotment and property requisitioning authorization control records, [REDACTED] overseas field station records, financial property accounting records, and accounting records for proprietary and other special projects.
- c. Contract audit requirements.
- 25X1A d. Approval for establishment of bank accounts required by [REDACTED].
- 25X1A e. Action for which the Comptroller was responsible under [REDACTED] relating to the settlement of accounts and claims.
- f. Financial responsibilities, except those relating to budget, assigned to the Office of the Comptroller in Administrative Plans and Fiscal Annexes.
- g. Payroll and covert tax matters.
- h. Processing of advances, vouchers, claims, and accountings.
- i. Procurement, custody, and disbursement of funds.

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6. Matters relating to automatic data processing or other machine records services required as a service to any component of the Agency shall be addressed to the Office of Computer Services/DD/S&T.

7. The Director of Finance shall be the head of the SF Career Service, under the Deputy Director for Support. All persons who had an SF Career Service designation before this change in organization, other than employees transferred to the Office of Computer Services, will retain an SF Career Service designation. Employees transferred to the Office of Computer Services will assume the Career Service designation of the Office of the Deputy Director for Science and Technology.

8. Regulatory issuances which currently refer to missions, functions, and action responsibilities of the Comptroller will be revised in conformance with the organizational changes set forth in this notice and in [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
for Support

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